

14 April 1972

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[REDACTED]
FYI --- Records Management Training Program.

On 7 April 1972 I conferred again with Office of Training [REDACTED] and we established the following as the final (firm) dates for which these Records Management training sessions are now scheduled at these three locations:

RECORDS DISPOSITION PRINCIPLES AND PROCEDURES

Hq -- Room 1A-13 -- Tuesday, 12 September
Rosslyn Area -- Tuesday, 26 September
Chamber of Commerce -- Tuesday, 5 December

FILE SYSTEMS AND PROCEDURES

Headquarters -- Room 1A-13 -- Tuesday, 17 October
Rosslyn Area -- Friday, 20 October
Chamber of Commerce -- Friday 8 December

FORMS MANAGEMENT AND DESIGN SEMINAR

Hq -- Room 1A-13 -- Tuesday, 7 November
Rosslyn Area -- Monday, 21 November
Chamber of Commerce -- Wednesday, 13 December

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I met with Mr. [REDACTED] on 31 March and he explained that he did not plan to list these courses in the OTR Catalog at this time. He felt we could circulate special announcements in the Fall when the Program is firmed up and the Office Heads have had their briefings.

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cc: Mr. [REDACTED] (OTR)

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DDS/SSS/RAB/[REDACTED] 14 April 72